



# Residential Opportunities, Inc. – Employment Opportunity

## Payroll Technician

January 19, 2022

**Position Title:** Accounting Technician - Payroll

**Supervisor:** Accounting Manager

**Status:** Non-exempt, full-time

**Wage:** \$16.63 hourly, adjusted for experience

**Number of Openings:** 1

Our Accounting Technicians provide technical and clerical assistance to the Finance Department to ensure accurate financial information is reported. You will implement responsibilities and other actions in accordance with [ROI's Core Values and Vision and Mission Statements](#).

### KRONOS/UKG EXPERIENCE STRONGLY PREFERRED

**At ROI, we are always looking for caring, compassionate and talented individuals to join our team.**

ROI is a well-established and well recognized non-profit agency that for over 40 years has played a vital role in providing housing, behavioral health and autism services in Southwest Michigan. ROI's focus is helping people realize their hopes, dreams and goals through a strong person and family centered approach proven successful in fostering and supporting a lifelong and strong connection with the community. ROI is accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF) and is committed to being an anti-racist organization. We believe that our greatest asset is our staff, as they have the ability to effect positive change in the lives of the people that we serve. Offering excellent benefits and an upbeat atmosphere, ROI is an amazing place to work if you are looking to make a difference, both in the lives of our residents and in your own life.

**Our Mission:** ROI partners with children and adults with disabilities and their families so they may live more meaningful, healthy and independent lives in their homes and communities.





## **ESSENTIAL DUTIES:**

- Process payroll for over 400 staff biweekly.
- Maintain accuracy of the electronic payroll database, including employee information, pay data, and employee vacation and sick leave accruals.
- Provide electronic timekeeping system assistance to program managers.
- Implement collection strategies to minimize delinquent receivables.
- Maintain payroll-related records such as taxes, quarterly reports, voluntary deduction reports and involuntary deduction reports.
- Manage year-end processes for annual payroll tax and payment summary reconciliations and W-2 preparation.
- Assist with periodic audits, form 990s, form 5500s, and other related projects.
- Understand payroll requirements in order to provide customer service to employees and to avoid payroll mistakes.
- Develop an in-depth understanding of Kronos to be able to access detailed information quickly.
- Manage room and board monthly billing process for individuals living in AFC group homes.
- Process Bridge Card applications, renewals, and terminations.
- Manage and reconcile representative payee petty cash.
- Verify deposits were made for all cash and check receipts.
- Provide backup support for accounts payable.
- Cross-train other Finance staff (as selected by the Accounting Manager).
- Maintain the confidentiality of all restricted information, data and reports.

## **REQUIREMENTS:**

Bachelor's Degree in Accounting and 1 year of professional accounting experience; or Associates Degree in business or accounting fields plus equivalent work experience

## **QUALIFICATIONS:**

- Knowledge of general accounting principles and practices
- Ability to follow oral and written instructions
- Work independently as well as in a team
- Manage own workflow
- Define problems, collect data, establish facts and draw valid conclusions
- Utilize modern office practices and procedures related to accounting, including spreadsheet programs and accounting computer programs
- Knowledge and experience with Microsoft Office

**PREFERRED:** Experience with Kronos/UKG strongly preferred



## **BENEFITS:**

- Paid Vacation
- Paid Sick Time
- 2% Annual Pay Increase
- Medical/Dental/Vision/Disability Insurance Availability
- Company paid Life Insurance
- Flexible Spending Account
- Retirement Plan available with 3% Employer Match after 2 years
- Tuition Reimbursement Program
- Employee Assistance Program

Apply online at: <https://www.residentialopportunities.org/join-our-team/employment-opportunities>

## **COVID-19 Considerations:**

ROI is covered under the MDHHS healthcare regulations. In an effort to keep us all safe, throughout the organization we are practicing social distancing to the extent possible (while continuing to provide necessary personal care), wearing masks, increasing surface cleaning and keeping ourselves apprised of Federal and State orders and recommendations. All visitors and staff will participate in a health screening prior to visitation/shift. All visitors and staff will wear proper fitting, surgical, KN-95 or N-95 masks at all times. We continue to be amazed and appreciative of the support from our community for ROI and those we support.

*Equal Employment Opportunity has been, and will continue to be, a fundamental principle at ROI, where employment is based upon personal capabilities and qualifications without discrimination based on any protected class status.*